

Job Title: Plumbing – Lead Journeyman

Wage/Hour Status: Non-Exempt

Reports To: Plumbing - Supervisor

Pay Grade: Auxiliary - 7

Dept./School: Facilities

Revised: 8/2025

PRIMARY PURPOSE: The role of a lead plumber is to assist the plumber journeyman and apprentice in completing all work assigned to the plumbing shop and to supervise the apprentice and journeyman.

JOB QUALIFICATIONS:

1. High school diploma or equivalency
2. Hold a valid Texas Driver's License and maintain a good driving record
3. At least five to ten (5 to 10) years experience under a master plumber
4. At least five to ten (5 to 10) years experience in commercial work as a Journeyman; extensive experience in commercial/industrial type plumbing work.
5. Must have thorough knowledge of codes and standards pertaining to the installation of plumbing systems, Including the state law regulating gas testing of schools
6. Be willing to work with and become knowledgeable in related systems such as irrigation and gas distribution systems and components.
7. Must be able to work with little or no supervision.
8. Understand plans and specifications and plumbing symbols and nomenclatures
9. Be willing to work with computers and other technology items, programs and procedures required for AISD tasks and needs.
10. Must have knowledge of experience with and/or willing to learn:
 - a. Underground and building piping systems including but not limited to domestic water, recovered effluent water, sewer, storm sewer, gas, and other similar systems; excavating, laying out joints and supports, protection, and backfills as appropriate.
 - b. Be able to repair/replace faulty fixtures including but not limited to faucets, toilet, urinals, traps, water fountains, and other similar devices and appliances.
 - c. Be able to repair/replace building equipment items including but not limited to water heaters, pumps, and other equipment and components connected to piping systems in and around AISD buildings and facilities.
 - d. Be able to understand, work with, repair/replace controls including but not limited to meters, valves, regulators, safety deices, and other components necessary to properly control liquid and gas systems.
 - e. Perform pipe and tubing joining including but not limited to silver brazing, soldering, caulking, threading, compression joints, flaring, and other methods common to the trade
 - f. Be able to estimate materials and staffing required and record time and materials expended on each work order.
 - g. Assist with supervision and training of persons assigned.
11. Willing to acquire work related license(s) that may be required.
12. Continue to learn and develop towards valid Master Plumber License.

JOB DESCRIPTION AND/OR DUTIES:

1. Support board and administrative policies and decisions
2. Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance
3. Conform to industry and shop standards of safety. Maintains a functional awareness of the typical hazards of the workplace as well as the special hazards that may be encountered by the trade. Promptly report accidents on the

- job. Prepare and submit accident reports to supervisor. Responsible for adhering to policies, practices, and procedures on safety and operational instructions. Comply with rules and regulations applicable to building codes.
4. As assigned repair, construct, and install plumbing and related systems and components. Repair/replacement of plumbing systems for all toilet rooms, laboratories, mechanical rooms, kitchens, and other AISD facilities.
 5. Performs work according to codes, manufacturer's specifications, department and trade guidelines and standards.
 6. Inspects buildings, facilities, and equipment to ascertain required repairs and makes recommendations to supervisor. Make regular use "sniffers" and other appropriate means to inspect facilities.
 7. Reads and interprets blueprints, specifications, shop drawings, schematic manufacturer's specs and other reference materials to determine appropriate job requirements and procedures.
 8. May be required to assist with maintaining files of utility and plumbing systems diagrams generated from field investigation.
 9. Prepares and submits paperwork for materials required to complete assigned tasks. Plans work to ensure cost effective use of labor and materials.
 10. Perform staff work including hazardous and other waste management.
 11. Duties also include assisting in other miscellaneous systems and components such as irrigation systems, etc.
 12. Lead plumber may be in daily contact with members of the campus community while following routine work schedules. Lead must be able to relate instructions and directions to the shop personnel.
 13. Lead will discuss needed repairs, remodeling, and other aspects of projects with related shops, contractors and others involved with each project to the extent applicable
 14. Plumbing lead will be in daily contact with members of the campus community while following routine work schedules.
 15. Contact with outside suppliers, vendors and representatives is also anticipated
 16. Preparation of contractor/vendor bid documents will be required.
 17. Includes many of the Plumbing Supervisor duties, but to a lesser degree:
 - a. Prepares daily time documentation of shop personnel
 - b. Oversees vehicle maintenance logs
 - c. Responsible for the adherence to work rules and policies
 - d. Inspects the work site to determine methods of repair: supplies tools, and the level of staffing needed to complete the work
 - e. Assigns shop personnel to specific tasks and supervises these activities, assisting in layout, fabrication, and assembly problems
 - f. Provides for the transportation of tools, equipment, and materials to the job site
 - g. Order's materials including tools necessary for the installation of new areas and the remodeling of existing areas
 - h. Coordinates the activities of the plumbers to coincide with those of other crafts as required for the work

PERFORMANCE RESPONSIBILITIES:

1. Keep Plumbing Supervisor informed as to job progress or changes that must be made
2. Check in and out daily with the Shop Supervisor or in the absence of the Shop Supervisor, the next senior management personnel
3. Conform to industry and shop standards of safety. Maintains a functional awareness of the typical hazards of the workplace as well as the special hazards that may be encountered by the trade. Promptly report accidents on the job. Prepare and submit accident reports to Supervisor. Responsible for adhering to policies, practices, and procedures on safety and operational instructions. Comply with rules and regulations applicable to building codes
4. Process completed paperwork, work orders, reports and purchase orders as needed
5. Order materials as needed to complete work assigned
6. Load and unload materials and equipment as necessary
7. Be familiar with technology and have basic computer skills, i.e., keyboard, Microsoft software programs, iPads, and e-mail

8. Keep all equipment and tools operating properly, safely and in concordance with applicable codes and related safety regulations and recommendations
9. Responsible for proper and legal handling of all hazardous and other waste, etc. /storage, and disposal
10. Must be able to wear and use confined space gear
11. May be required to obtain an asbestos license, lead management or other license as deemed necessary
12. As directed and as required be available for emergency response and support, i.e., duties may require overtime, weekends, late night work and holiday work to perform the tasks required by AISD if an emergency arises
13. Check in prior to commencing work – brief principal prior to leaving
14. Work with other trades and shops in a spirit of teamwork and cooperation
15. Keep all work areas clean. Thorough clean up should be done at the end of all completed work.
16. Lead Plumber is expected to improve and expand knowledge in the field and to assist those assigned to improve and expand
17. When directed, serve as coordinator and work supervisor of multi-craft projects
18. Conform to the District's and Facilities department policies
19. Maintain confidentiality
20. Perform other duties assigned

WORKING CONDITIONS:

1. Work with frequent interruptions
2. Frequent standing, walking, and sitting for prolonged periods of time
3. Assembling and moving ladders, scaffolding, trailers, compressors, etc.
4. Lifting and carrying up to 75 pounds
5. May be required to wear a respirator and pass appropriate pulmonary physical
6. Exposure to noise and communicable diseases
7. Extreme cold/heat
8. Exposure to wet and humid conditions
9. Work in confined spaces
10. Exposure to legal limits of pesticides and herbicides
11. Exposure to odors and gases
12. Tolerate exposure to grasses and other outside environments

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____